

## **PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY NOMINATING & HUMAN RESOURCES MEETING August 25, 2014**

**PRESENT:** Tom Diedrick, Joan Swigert, Keith Pamperin, Beth Relich, Barbara Robinson, Lisa Van Donsel

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Debra Bowers,Guadalupe Mercado

The meeting was called to order by Tom Diedrick at 4:03 p.m.

**PLEDGE OF ALLIGIANCE.**

**INTRODUCTIONS:** None.

**ADOPTION OF AGENDA:** Ms. Relich /Ms. Van Donsel moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF FEBRUARY 18, 2013:**Ms. Van Donsel/ Ms. Relich moved to approve the minutes of the regular meeting of April 22, 2014. **MOTION CARRIED.**

### **POSITION REQUEST FOR LTE POSITIONS**

The Aging and Disability Resource Center of Brown County was approached by the State of Wisconsin regarding the upcoming Family Care enrollment period. Currently there are about 1,620 consumers currently receiving Waiver services that will need to be enrolled into a new managed care program. The ADRC staff will need to meet face to face with each consumer to enroll them into a different program by September 30th of 2015.. In addition to the current Waiver enrollments, the ADRC will begin to meet and do enrollment counseling with individuals who are on the wait list and those individuals who have never applied for long term care program before on March 1<sup>st</sup> Ms. Christianson emphasized the importance of educating the community about the changes and opportunities that come with Family Care.The state of Wisconsin provided additional funds to support the transition. These funds will allow the ADRC to hire limited term employees to accomplish all of the additional work.

The state of Wisconsin announced that they would fund several 40 hour limited time positions for the ADRC from September 2014 through September 2015. Ms. Christianson referred to the 2014/15 ADRC Enrollment Budget Summary handout to show the breakdown of the budget provided by the state. The budget allocation will include salaries, supplies, travel, and office space. Two positions were presented: The limited term Enrollment Clerk will be managing all of the appointments for home visits and all of the paperwork for enrollment. The Limited term Enrollment Counselors will do enrollment counseling and help consumers with any enrollment questions they might have. In the budget there is room to use 16 hours of a current ADRC Information and Assistance Specialist to mentor and train the limited term employees. The state of Wisconsin will require the ADRC to capture 50% of the limited term employee's salary from Medical Assistance claiming, resulting in all of the hired on limited term employees to MA claim every 15 minutes. The challenge ahead will be to find employees that will be willing to work under a limited term contract of one year. Ms. Christianson expressed that these new limited term employees will be a great help for the ADRC to stay balanced and still provide consumers with great resources.

The Committee members made note of concerns regarding the amount of support and supervision limited term employees require and would recommend additional supervisory support as the project proceeds.

Mr. Pamperin/ Ms. Swigert moved to approve the Enrollment Counselor position and Enrollment Clerk position as outlined by the budget that was submitted with a mentor of 0.4 FTE included for training and mentoring. **MOTION CARRIED.**

**JOB DESCRIPTION APPROVAL: SWITCHBOARD:**

The current Switchboard Operator is retiring on September 2, 2014. Ms. Christianson referred to the Switchboard Operator job description handout to show the revised tasks. The switchboard position is the result of a reorganization of our front desk, reception and office assistant's role. The current switchboard operator is in a separate office and is able to transfer calls more efficiently in this new role. There was no change in salary, but a change in title and a few small changes in the duties.

Ms. Relich/ Ms. Robinson moved to approve the revised job description for Switchboard Operator. **MOTION CARRIED.**

**NOMINATIONS NEEDED FOR 2015 BOARD POSITIONS**

**A. OLDER ADULT REPRESENTATIVE:**

The board will have two open positions for two representatives for older adults in 2015. Ms. Christianson asked the board for advice and strategies to find new board members. There will be a job description sent out to the board members for the open positions.

**B. PHYSICAL DISABILITIES REPRESENTATIVE:**

The Board will also have one open position for a representative for adults with physical disabilities for the year of 2015.

Discussion occurred about the open position to have a representative for the Oneida community on the board. The board hopes to be able to add an Oneida member as soon as is feasible.

**NEXT MEETING-** The next board meeting will be Thursday August 28, 2014 and will be held at Options for Independent Living.

**ADJOURN:** Ms. Van Donsel / Ms. Swigert moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 4:44p.m.

Respectfully submitted,  
Guadalupe Mercado, Office Assistant